



# CITY OF BRIDGEPORT, CONNECTICUT

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The City of Bridgeport, CT is now accepting submissions for the position of

## **Plan Reviewer**

**Salary and Benefits:** \$81,841.00 per year. This position includes a comprehensive benefits package. This summary provides a brief overview of the benefits available to regular full-time municipal employees; depending on the employee group some of these benefits may include: retirement pension administered by CMERS (Connecticut Municipal Employees Retirement System), health insurance (medical, dental, vision, prescription), life, disability, paid leave, paid holidays, 457(b) deferred compensation plan (employee paid), and other voluntary employee paid benefits.

**To Apply:** Please mail, deliver or email a cover letter, resume, copies of all relevant certifications and three (3) professional references (name & contact only) to the Civil Service Commission office, 45 Lyon Terrace, room 106, Bridgeport, CT 06604. Required documents can be emailed to [COB.Jobs@bridgeportct.gov](mailto:COB.Jobs@bridgeportct.gov).

**Deadline to apply is Thursday, July 4, 2019** (Any/all changes to this deadline shall be at the discretion of the City of Bridgeport).

### *Municipal Profile*

The City of Bridgeport is located in Fairfield County at the mouth of the Pequonnock River on Long Island Sound. It is bordered by the towns of Trumbull to the north, Fairfield to the west, and Stratford to the east; with an approximate population of 147,000, 50,367 households, and a population density of 9,226 residents per square mile. The City has a Mayor-City Council form of government. The City's Mayor is the chief executive officer of the City and serves four-year term(s). The City Council, which acts as the City's legislative body, consists of twenty (20) members elected for two-year terms.

### **GENERAL STATEMENT OF DUTIES**

Review, analyze and evaluate preliminary and final construction plans, specifications and permit applications for submission to the Building Department. Perform any work as related to permit process.

### **TYPICAL TASKS OR ASSIGNMENTS:**

Review applications accurately for use and occupancy, specific code requirements for construction classification, existing layout, floor areas and other architectural features.

Review structural design to insure conformance to code required loads and calculated stresses.

Verify approval with Zoning and Historic District regulations or other City Departments.

Provide assistance and explain codes and standards to contractor, architects, engineers, developers, property owners and other interested parties.

Other Building Department related work:

Assist other Building Department staff and other City departments with code related matters and information.

Prepare accurate records during plan reviews, correspondence and permit processing.

### **MINIMUM QUALIFICATION REQUIREMENTS:**

a. As to educations, training, and experience:

- High School, Vocational School or equivalent;
- No less than five (5) years' experience in construction, design or supervision of construction of building on a full-time basis; preferred.

- Any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.

## **LICENSES AND CERTIFICATIONS**

- License by the State of Connecticut Department of Administrative Services Division of Construction Services as Building Official within ninety (90) days.

## **KNOWLEDGE, SKILL AND ABILITIES:**

1. Strong verbal, organizational and interpersonal skills.
2. Ability to use various computer software programs.
3. Ability to read and interpret plans and specifications.
4. Thorough knowledge of Connecticut State Building Code and Connecticut State Fire Code and current City, State and Federal Regulations pertaining to Building Construction.
5. Considerable knowledge of principles, practices and methods of building construction.

Other duties specific to departmental demands may include as follows: Ability to analyze mentally and to make decisions in accordance to established city rules, regulations and policies. Skill and accuracy in arithmetic computation. Diplomacy and ability to converse and communicate well with the public both orally and in writing. Ability to establish and maintain effective working relationship with the public and other employees.

This job description is not, nor is it intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.

An Equal Opportunity Employer MF/AA/DIS

For further information and contact:  
CIVIL SERVICE COMMISSION OFFICE  
45 LYON TERRACE, ROOM# 106  
BRIDGEPORT, CT 06604